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ABSTRACT

These criteria, developed by the Louisiana Right to Read Commission, provide a statement of standards for a quality reading program. It is against these criteria that a school can evaluate its current program. Of the 25 criteria, 5 are related to the pupil, 17 are directed to the professional staff, and 3 are concerned with the local community. (TO)

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Right to Read
January 22, 1975

THE CRITERIA OF EXCELLENCE FOR SCHOOLWIDE READING PROGRAMS

PURPOSE: The Louisiana State Criteria of Excellence for Schoolwide Reading Programs, developed by the Louisiana Right to Read Commission, provides a statement of standards for a quality reading program. It is against these criteria that a school can evaluate its current program.

By comparing what currently is against what should be, existing strengths may be identified, weaknesses noted, and voids detected. From such a process, needs will be established and priorities identified. It is believed that the Louisiana Criteria of Excellence for Schoolwide Programs provides the goals that all Right to Read schools will aspire to achieve.

A school desiring to apply the Criteria of Excellence, may use the attached evaluation instrument to assist in an internal evaluation of a school's reading program.

Schools desiring state-level recognition of excellence, may request an outside evaluation of their reading program. Such an evaluation may lead to a school's receiving a certificate of excellence stating that it has met the CRITERIA OF EXCELLENCE FOR SCHOOLWIDE READING PROGRAMS.

DESCRIPTION: There are twenty-five criteria. Five of the criteria are related to the pupil, seventeen are directed to the professional staff, and three are concerned with the local community. To be rated excellent in its reading program, a school must meet all five of the criteria directed toward the pupil; it must meet fifteen out of the seventeen criteria related to the professional staff, and of these, criteria seven and ten must be met; and it must meet any two of the three criteria directed to the community.

POLICY FOR USING THE RATING SCALE: On the following evaluation instrument a school's reading program may be rated against the Criteria of Excellence. For each criterion, the school is given a rating of 1, 2, or 3. A rating of 1 means no attempt to meet the criterion; a rating of 2 means a partial attainment of the criterion; a rating of 3 means total manifestation of the stated criterion. Below each criterion are listed statements of the evidence to be used to determine the rating. In order to achieve a rating of 3, the school's program must show a complete compliance with each statement of evidence.

OUTSIDE EVALUATION TO OBTAIN CERTIFICATE OF EXCELLENCE: When a school or a parish Right or Read Director wishes to have state-level recognition of excellence for a school's reading program, a committee of the following people must conduct the evaluation:

1. Parish Right to Read Director
2. A representative from the parish's central office
3. Another Parish's Right to Read Director or an out-of-parish Right to Read Principal
4. Fourth person, parish option
5. The Principal or a Designee from his faculty

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Procedure for Committee:

A. A team of four persons plus the principal or his designee reviews the school and presents the ratings and recommendations: minimum time, including reporting time, one working day. (It is suggested that more than one day be allowed for an evaluation, perhaps a day and a half, or even two days, might be more desirable particularly if the school is large.)

B. If the school meets the criteria as stated in the section sub-headed "Description", it will receive a certificate stating that it has met the Criteria of Excellence. The certificate will be current for a three-year period.

C. If a school fails to meet all of the criteria necessary to receive a certificate, it may choose from one semester to one year longer (their choice which they state specifically) as a "development period."

D. The Committee will report to appropriate central office staff their ratings and recommendations for a school failing to meet all the criteria necessary to receive a certificate, and will try to enlist specific study of an support for the warranted improvements.

E. The Committee--preferably the same Committee--will reconvene after the stated period of "development time" expires, and will review progress.

F. There is a strong probability that most schools will meet the criteria with this second try; but if not, the Committee should become an advisory body for a third try, and assistance from the state level or other source should be sought.

January 22, 1975

THE CRITERIA OF EXCELLENCE FOR SCHOOLWIDE READING PROGRAMS

DIRECTIONS: Listed below are the statements found in the CRITERIA OF EXCELLENCE IN READING PROGRAMS. Below each criterion is a scale on which you are to rate your school's performance in relation to the criterion. A rating of 1 represents no attempt to respond to the stated criterion. A rating of 2 represents a partial attainment of the criterion. A rating of 3 represents total manifestation of the stated criterion. Below each criterion are listed statements of the evidence used to determine the rating.

Those performing the evaluation should proceed as follows: The criterion should be read, then each of the statements of evidence should be examined. If the school's program shows complete compliance with a statement of evidence, then the box next to the statement should be checked. If the program shows partial compliance, the box should not be checked, but a comment should be made indicating the degree of compliance or the reasons for lack of complete compliance. In order to achieve an overall rating of 3 on a criterion, the school's program must show complete compliance with each statement of evidence. Below the statements of evidence is a box marked other. This box is to be checked if a school does not show complete compliance with one of the statements of evidence, but the evaluator believes there are reasons for giving the school a rating of 3. The reasons should be listed here.

Category A: Focus on the student: Each pupil is clearly accorded worth as an individual.

Criterion #1. Teachers of reading are committed to learning as manifested by any indication that the teacher is concerned about the progression of students through a continuum of skills.

Evidences: Teachers of reading are committed to learning as manifested by:

COMMENTS:

- ☐ Staff planning and preparation, group and individual _____
- ☐ Written objectives for specific skills _____
- ☐ Diagnosis, prescription, and evaluation to meet individual needs _____
- ☐ Other _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #2. There is provision made for the varying developmental readiness rates, the varying rates of learning, and the special needs and problems of all students.

Evidences: Teachers are encouraged to:

COMMENTS:

- ☐ Group, based on student needs _____
- ☐ Provide for a variety of materials and procedures _____
- ☐ Use flexibility in scheduling _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #3. The reading program recognizes, accepts, and provides for the implications that racial, cultural and sexual differences may have in terms of curriculum, methodology, organization, administration and materials.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Aural-oral communication skills _____
- ☐ Multi-ethnic materials—books and other resources _____
- ☐ Organization of progress through a continuum of skills _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #4. Each student will be taught at his instructional reading level.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Flexible grouping _____
- ☐ Techniques appropriate to do a variety of things, such as developing oral language, listening skills, written communication skills, and study skills _____
- ☐ Availability and utilization of resource materials for corrective functional, recreational, and informational purposes _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #5. There is a record-keeping system for individual pupils and a plan for systematic use of the records.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Individual student records indicating specific skills mastery _____
- ☐ Records which are made available for use by principal, counselor and parents _____
- ☐ Records which are used by teacher for planning instruction _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Category B: The Professional staff exhibits acceptance and concern for each child.

Criterion #6. There is a distribution of a comprehensive statement of the school's reading goals to the community.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Goals studies, reviewed and published annually _____
- ☐ Parents' receiving copies of the school's reading goals _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #7. The school staff plans together for appropriate and continuing staff development in reading.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ A planned program with a definite schedule of meetings _____
- ☐ All professional staff members being involved in some facets of planning _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #8. The school principal is familiar with effective strategies for teaching reading and being committed to and functioning in support of the reading program.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ The principal's professional training in reading _____
- ☐ The principal as a member of the school's staff-development committee _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #9. There is coordination of all the administrative facets of the reading program.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Coordinating committee _____
- ☐ Job description _____
- ☐ Log _____
- ☐ Members: principal, librarian, guidance counselor, content teachers, representation from any existing program such as Title I, etc. _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #10. Someone within the school has the authority, responsibility, and time for the development and maintenance of a quality reading program.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Identification of the coordinator (department head) _____
- ☐ Job description _____
- ☐ Log _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #11. The school librarian or resource coordinator is involved in the reading program, cooperating with the teachers in the acquisitions and full utilization of library resources and is committed to the goals of the reading program.

Evidences: Consideration should be given to:

COMMENTS:

- ☐ A list of materials by level _____
- ☐ A list of A-V materials _____
- ☐ The initiating and carrying out of instructions in the use of the library _____
- ☐ Coordination of the selection of the books according to the composition of the school population and in keeping with the school's curricula _____
- ☐ the availability of a list of current reading levels of students _____

Criterion #11 (Continued)

☐ Utilization of students' interests in purchasing books and assisting students in the selection of books _____

☐ Participation in Pelican Readers _____

☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #12. The guidance counselor works with teachers and students to support the reading program in the school.

Evidences: Consideration will be given to:

COMMENTS:

☐ Diagnosis of students and interpretation of results to students, teachers, principal and parents _____

☐ Professional training making person knowledgeable of the reading program _____

☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #13. The teachers are flexible in their approach to teaching, exercising such practices as individualized instruction and variable grouping, and fostering growth in reading interest and literary appreciation.

Evidences: Consideration will be given to:

COMMENTS:

☐ Grouping and regrouping to meet student's needs _____

Criterion #13 (Continued)

- ☐ Unique activities to encourage growth in reading interest and literary appreciation _____
- ☐ Sharing of books by teachers, aides, or volunteers with the class _____
- ☐ Book clubs and fairs _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #14. There is continuous progress to the sequence of the reading curriculum in order to prevent the omission of the specific skills and assure freedom of individual learning rate.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Stated objectives _____
- ☐ Individual skill sheets _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #15. There is an effort to construct and distribute instructional materials to the teachers of reading.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ A system of operation that catalogues teacher-made instructional materials for distribution _____

☐ A system of operation at the building level that encourages teachers of reading to share materials _____

☐ A designated place within the school for the construction and distribution of instructional and practice materials _____

☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #16. Teachers are receptive to change.

Evidences: Consideration will be given to:

COMMENTS:

☐ Engaging in educational experimentation _____

☐ Creative activities _____

☐ Involvement in innovative practices _____

☐ Professional growth of teacher through attendance in college courses _____

☐ Participation in professional reading organizations _____

☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #17. Teachers have basic professional preparation in teaching reading.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Evidence on transcripts _____
- ☐ Attendance at workshops and professional meetings _____
- ☐ Minimal competencies _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #18. Teachers are actively involved in the total reading program.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Selection of materials _____
- ☐ Use of materials _____
- ☐ Participation in program development _____
- ☐ On-going evaluation _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #19. There is a comprehensive evaluation program with findings being used for the improvement of instruction and for greater articulation of the total schoolwide effort in reading.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ A testing system which includes the use of criterion-referenced measures _____

Criterion #19 (continued)

☐ Use of evaluation results for planning instruction _____

☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #20. There are instructional adjustments in subject areas for the students who are unable to cope with grade level reading matter.

Evidences: Consideration will be given to:

COMMENTS:

☐ Method variations to meet students' needs _____

☐ Instructional materials appropriate for the reading levels of students _____

☐ Multi-media materials _____

☐ Multi-ethnic materials _____

☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #21. There is a reporting system for reading development that fully, accurately, and specifically documents a student's learning and provides for interpretation of such information to the parents.

Evidences: Consideration will be given to:

COMMENTS:

☐ A skills checklist kept on each student _____

☐ Parent conferences _____

Criterion #21 (continued)

COMMENTS:

☐ A system for interpreting the student's point of progress as compared with the mean point of progress in his school _____

☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #22. There is on-going in-service for the total professional and paraprofessional staff.

Evidences: Consideration will be given to:

COMMENTS:

☐ Organized in-service program for professionals _____

☐ Organized in-service program for para-professionals _____

☐ Organized in-service program for substitute teachers _____

☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Category C. <u>The school system seeks the understanding and the support of the community for the school's reading program</u>.

Criterion #23. There is a system for recruiting, training, and using volunteers in the reading program.

Evidences: Considerations will be given to:

COMMENTS:

- ☐ Identification of person as volunteer coordinator in the school _____
- ☐ Plan for recruiting volunteers (adults and students) _____
- ☐ Current list of volunteers _____
- ☐ Systematic training of teachers in the use of volunteers _____
- ☐ Job description for the volunteers _____
- ☐ Log of volunteer activity _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3

Criterion #24. There is evidence of the utilization of community agencies.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Mental health unit _____
- ☐ Parish health unit _____
- ☐ Visual screening on health record _____
- ☐ Aural screening on health record _____
- ☐ Service organization _____
- ☐ Other (specify) _____

 This criterion is complied with to the degree circled: 1 2 3

Criterion #25. There is a systematic plan of dissemination of information on the reading program.

Evidences: Consideration will be given to:

COMMENTS:

- ☐ Newspaper(s) _____
- ☐ TV _____
- ☐ Church groups _____
- ☐ Civic groups _____
- ☐ Other (specify) _____

This criterion is complied with to the degree circled: 1 2 3